

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-09.F

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Subject:

DATE: 08/14/91

Sunset Review:

HURRICANE RESPONSE PLAN FOR THE FEDERAL  
LAW ENFORCEMENT TRAINING CENTER

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1. PURPOSE. This directive establishes a Hurricane Response Plan within the framework of the Federal Law Enforcement Training Center's (FLETC) directives system. The directive sets forth the policy, procedures, and responsibilities for operations prior to, during, and after a hurricane.
2. SCOPE. The guidance provided by this directive applies to all Federal and non-Federal personnel utilizing facilities at the FLETC, Glyncro, Georgia.
3. CANCELLATION. This directive cancels FLETC Directive No. 70-09.F, Hurricane Response Plan for the FLETC, dated July 20, 1990.
4. REFERENCES.
  - a. State of Georgia, Hurricane Evacuation Plan for Coastal Georgia dated January 1990.
  - b. Glynn County Hurricane Response Plan, dated October 1981.
  - c. Treasury Directive 23-01, Civil Emergency Preparedness Planning.
5. POLICY. It is the policy of the Center to protect all employees, students, participating organization personnel, contract personnel, and Government property to the maximum extent possible during any period of destructive weather.
6. PROCEDURES. Detailed procedures are presented in the Hurricane Response Plan, Paragraph III, and cover preparedness, cessation of training, non-evacuation, evacuation, and recovery routines.
7. RESPONSIBILITIES. Each individual is responsible for the performance of duties as assigned in Paragraph III of the Hurricane Response Plan.

8. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich  
Director

## FOREWORD

FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA

July 1991

This manual establishes operational procedures to be exercised prior to, during, and after a hurricane which affects normal activities conducted at the Federal Law Enforcement Training Center. The provisions of this manual apply to all persons engaged in training, training support, or facilities support at the Center. Everyone connected with the Center should become familiar with the contents of this manual.

The Chief, Security and Safety Division, Office of Administration, is responsible for the manual and any changes, additions, or deletions to it.

Suggestions for improvement of the manual are encouraged and should be submitted to the Chief, Security and Safety Division.

Charles F. Rinkevich  
Director

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FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA

## Hurricane Response Plan

PART I BACKGROUND

Located in the coastal area of southeast Georgia, the Federal Law Enforcement Training Center is susceptible to tropical storms known as hurricanes. Twenty-five such storms have hit the area since 1870. This record of activity emphasizes the need for hurricane response planning.

Technically, the duration of the Atlantic hurricane season is defined as June 1 through November 30. The majority of the hurricanes affecting the Georgia coast have occurred during August, September and October.

Hurricanes bring damage from wind and water as well as tornados spawned by the storms. Injury to personnel and extensive damage to facilities may be caused by flying debris and loose materials of any type which may be picked up by the wind and hurled with great velocity. In addition to the water damage caused

by heavy rains, coastal regions experience a Tidal Surge which is flooding generated by the storm and the initial wave action caused by the surge striking the shore. This pronounced flooding is the principle danger to life and property.

Historical records indicate sufficient occurrences of flooding to justify the development of evacuation arrangements and procedures for the Center.

## PART II HURRICANES

Description: A hurricane is a storm of tropical origin accompanied by sustained winds in excess of 75 miles per hour, torrential rains, and tornado activity emanating from an area close to the eye of the hurricane. The hurricane season is from June 1 through November 30. Hurricanes develop more slowly than other natural disasters, thereby providing an opportunity to prepare for response to the expected situation.

Condition V: Hurricane season is in existence.

Condition IV: A tropical disturbance is developing which may result in a hurricane.

Condition III: A hurricane exists and MAY strike a specific portion of the Georgia coast affecting the Center within 48 hours.

Condition II: A hurricane exists and WILL PROBABLY strike a specific area of the Georgia coast affecting the Center within 24 hours (Hurricane Watch).

Condition I: A hurricane exists and WILL strike a specific area of the Georgia coast directly affecting the Center within 12 hours (Hurricane Warning).

Saffir-Simpson Scale: A hurricane's strength is described by five categories. This is called the Saffir-Simpson Hurricane Scale. Care must be exercised not to confuse the following categories, which describe the strength of a hurricane, with the above conditions, which are weather conditions describing the existence of hurricanes.

Category One: Winds of 74-95 miles per hour. Damage primarily to shrubbery, tree foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. And/or: storm surge 8 to 9.5 feet above normal tide level. Low lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

Category Two: Winds of 96-110 miles per hour. Considerable damage to shrubbery and tree foliage. Some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. And/or: storm surge of 11 to 13 feet above normal tide level. Coastal roads and low lying escape routes inland cut by rising water 7 to 8 hours before arrival of hurricane center. Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings. Evacuation of some shoreline residences and low lying areas required.

Category Three: Winds of 111 to 130 miles per hour. Foliage torn from trees, large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing materials of buildings; some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. And/or: storm surge 17 to 20 feet above normal tide level. Serious flooding at coast and many small structures near coast destroyed. Larger structures near coast damaged by battering waves and floating debris. Low lying escape routes inland cut by rising water 9 to 10 hours before hurricane center arrives. Major erosion of beaches. Massive evacuation of all residences within 500 yards of shore and of single story residences on low ground within 2 miles of shore possibly required.

Category Four: Winds of 131 to 155 miles per hour. Shrubs and trees blown down, all signs down. Extensive damage to roofing materials, windows, and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. And/or: storm surge 23 to 26.5 feet above normal tide level. Flat terrain 2 feet or less above sea level flooded inland as far as 6 miles. Major damage to lower floors of structures near shore due to flooding and battering of waves and floating debris. Low lying escape routes inland cut by rising water 11 to 12 hours before hurricane center arrives. Major erosion of beaches. Massive evacuation of all residences within 500 yards of shore and of single story residences on low ground within 2 miles of shore possibly required.

Category Five: Winds greater than 155 miles per hour. Shrubs and trees blown down, considerable damage to roofs of buildings, all signs blown down. Very severe and extensive damage to windows and doors. Complete roof failure of many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. And/or: storm surge greater than 26 feet above normal tide level. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore. Low lying escape routes inland cut by rising water 12 to 13 hours before hurricane center arrives. Massive evacuation of residential areas on low ground within 5 to 10 miles of shore possibly required.

## PART III RESPONSIBILITIES AND PROCEDURES

### GENERAL

In the event of a hurricane situation occurring at the FLETC, all personnel may be called upon to assist in precautionary measures designed to protect lives and to prevent instances of personal injury and/or property damage.

Upon notification from the National Weather Service or local authorities of a possible hurricane situation, a Primary Emergency Operations Center (PEOC) will be established in the Communications Center, Building 94, to monitor conditions and direct activities. The Deputy Director, Federal Law Enforcement Training Center, or designee, will command the PEOC, assisted by the staff of the Security and Safety Division; the Directors of the Offices of Administration, General Training, Special Training, and State and Local Training; the Facilities Manager; Legal Counsel, the Public Affairs Officer; and other individuals selected by the Deputy Director. The Facilities Manager will operate a satellite Emergency Command Center in Building 200. The Legal Counsel and Public Affairs Officer will operate from their respective offices.

The Directors for General Training, Special Training, and State and Local Training will report to the PEOC that preparedness activities are underway before proceeding to their respective areas of responsibility.

Specific responsibilities are outlined in the following Sections 1 through 25.

Certain general activities are the responsibility of each employee. These may include, but are not restricted to, such actions as:

1. Securing personal work areas; e.g., remove all items from desk tops, place all papers inside file cabinets or desk drawers, unplug all electrical equipment, and move documents and equipment from lower to higher levels.
2. Assisting with building security; e.g., place indoors such small items as trash cans, cigarette stands; close and lock windows.
3. Monitoring local radio and television for situation bulletins.

4. Securing Government records. (See Exhibit 1.)
5. Delivering assigned Government vehicles to the fenced Driver Training complex.
6. Restricting use of Center communications to free lines for official notification requirements of the Center.

As the period for conducting non-evacuation and/or evacuation procedures could fall on a non-work day, each Office Director and Division Chief shall maintain a recall list of employees essential to perform assigned duties and shall be responsible for contacting those employees when notified to do so by the Director, PEOC.

### SECTION 1 - DIRECTOR

The Director, FLETC, is responsible for the protection of the personnel and property of the Center. The safety of students and staff and protection of Center property is of paramount importance and will be the primary basis for making decisions during an emergency. Only the Director, or the Director of the PEOC in the Director's absence, can order curtailment of training activities or evacuation of the Center.

The Office of the Director will ensure that the Director, Washington Office and the Assistant Secretary (Enforcement and Operations) are continually updated on Center activities during hurricane situations.

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## SECTION 2 - DEPUTY DIRECTOR

The Deputy Director will serve as the Director of the Primary Emergency Operations Center (PEOC) with authority to order the necessary measures to protect the personnel and property at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia. Such measures include appropriate safety and security measures and, in the absence of the Director, the curtailment of training activities and the evacuation of the facility.

### EARLY WARNING STAGE

When it is advised by the National Weather Service that the FLETC is in the critical projected impact zone (normally four to five days in advance of the anticipated hurricane), the Director, PEOC, shall:

- o Order the preliminary readiness activities identified in each section of this manual;
- o Inform the Director, FLETC, and the Director, Washington Office, of the pending threat;
- o Confirm the availability of the members of the PEOC which is comprised of the Deputy Director, staff of the Security and Safety Division (SEC), the Directors of the Offices of Administration, General Training, Special Training and State and Local Training, the Facilities Manager (FAC) (who will operate a satellite PEOC from Building 200), Legal Counsel, the Public Affairs Officer, and other individuals selected by the Deputy Director. (Legal Counsel and the Public Affairs Officer will operate from their respective offices.);
- o Brief the Participating Organization (PO) Represent-atives of the pending threat and the contingency plans which may be utilized;
- o Ensure that confirmation is accomplished with all parties involved with providing prearranged support (transportation, evacuation site accommodations, emergency supplies, etc.); and
- o Brief critical/essential staff on their expected participation in cessation of training, non-evacuation and evacuation situations and provide reasonable Administrative Time for these personnel to tend to personal matters.

### ACTIVATION OF THE PEOC

The PEOC, to be located in the Security Office of Building 94 (see Exhibit 2), will be activated approximately 48-60 hours prior to the anticipated onset of the gale-force winds which precede a hurricane. The Director, PEOC, shall as appropriate:

- o Monitor storm reports;
- o Analyze the timetables reflected in Exhibit 3 and the projected storm activity to determine anticipated time frames for activity;
- o Order activation/enactment of the staging of transportation for evacuation purposes (start buses to FLETC 12-18 hours prior to anticipated evacuation -- the number of hours prior depends on the time of day and day of week as a longer response period will normally be required for evenings and weekends) and the loading of supplies to be needed at the evacuation site;
- o Provide periodic briefings with the PO Representatives on official storm projections and training cessation/ evacuation/non-evacuation plans;
- o Make the decision (in the absence of the Director) to curtail training activities and enter into a stand-by mode for possible evacuation;
- o If necessary, order the curtailment of all activity on the FLETC during the duration of the gale force winds and landfall, order the relocation of personnel to "safe" locations on the FLETC, or order the evacuation of the FLETC; and
- o Following the storm, order storm damage assessment activities and provide oversight for the reopening of the FLETC.

### CESSATION OF TRAINING

Depending upon conditions, it may be prudent to curtail all activity on the Center during the gale force winds and landfall. Early during this period, non-essential personnel would be released, students would be restricted to assigned dormitories (generally, their regularly assigned dorms), and essential personnel would be positioned at assigned work stations. During these hours, radio communications with essential personnel will be maintained. Basic services such as electricity and water

could be lost during this period; therefore, conservation/control would become high priority. Ongoing instructions will be issued by the Director, PEOC, as the situation warrants.

#### RELOCATION OF PERSONNEL TO "SAFE" LOCATIONS

Should the severity of the situation unexpectedly worsen, it may be necessary to relocate students and essential personnel to the designated "safe" buildings identified in Exhibit 4. This situation would demand strict discipline and control as most "creature comforts" would be non-existent during this period. Ongoing instructions will be provided by the Director, PEOC, as the situation warrants.

#### EVACUATION OF THE FLETC AND RELEASE OF PERSONNEL

Approximately 6-8 hours before the storm's gale force winds begin, the Director, PEOC, will, if warranted, order and commence the evacuation of FLETC students to Douglas, Georgia. All non-essential FLETC personnel will also be released at this time. Evacuation to Douglas and release of FLETC personnel will be ordered when there is a significant probability that the FLETC will experience destructive hurricane force winds and/or significant flooding. Evacuation of the FLETC will be ordered in sufficient time to ensure the evacuation of all personnel from the FLETC, but no later than 6 hours prior to expected landfall of the gale force winds. Priorities for the orderly evacuation and closing of the Glynco facility are contained in Exhibit 5.

#### STORM DAMAGE ASSESSMENT AND REOPENING OF THE FLETC

An Assessment Team comprised of the SEC and FAC personnel will assess damage to the FLETC immediately after the storm threat has passed and civil authorities permit access to the area. Reopening of the FLETC will be based on the evaluation and conclusions reached by the Assessment Team.

The FLETC will be reopened and students returned in situations where damage to facilities is minor, water supplies are not contaminated, and minimum contractual support services can be provided. Students and staff will be expected to participate in clean-up activities. If the Assessment Team finds that FLETC facilities are heavily damaged and/or water supplies are contaminated, the Director will determine whether

the extent of the delay in reopening the facility necessitates ordering students to return to their post of duty. This action will occur only after consultation with PO Representatives and after all available options have been considered.

### SECTION 3 - DIRECTOR, OFFICE OF ADMINISTRATION

The Director, Office of Administration (ADM), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

Early Warning Stage. (Four-five days in advance of the anticipated situation.)

1. Review the ADM non-evacuation and evacuation procedures with ADM Division and Branch Chiefs.
2. Ensure that the early warning stage activities of ADM divisions are conducted.
3. Ensure that ADM Building Coordinators are aware of their responsibilities.
4. Establish contact with the Emergency Operations Center (EOC), Glynco Airport and communicate via radio.
5. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Proceed (or designate alternate to proceed) to the EOC, Glynco Airport, and communicate via radio.

Cessation of Training:

1. Continue to monitor conditions with the EOC, Glynco Airport.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Return to the FLETC upon instructions from PEOC to assist with shutdown and evacuation.

2. Depart Glynco as a member of the PEOC.



#### SECTION 4 - DEPUTY DIRECTOR, OFFICE OF ADMINISTRATION

The Deputy Director, ADM (DD/ADM), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

Early Warning Stage. (Four - five days in advance of a hurricane situation.)

1. Establish communications with South Georgia College, the food service provider, Glynn, Coffee, and Pierce County School Transportation Directors, and the Coffee County Civil Defense authorities regarding the possible situation.

2. Determine the student load and male/female ratio for the period of the anticipated situation.

3. Begin obtaining the documentation required to operate the evacuation center at South Georgia College in Douglas, Georgia.

Included in the documentation should be:

a. All available cash - from student emergency funds and the Imprest Fund.

b. Blank Government Transportation Requests (GTR's).

c. Temporary contractual authority.

d. Travel orders for FLETC staff members.

e. SF-44s (Purchase Order - Invoice - Voucher).

f. Copies of Agreements listed in Part V.

4. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)



1. Disseminate situation information to ADM Divisions and Branch Chiefs.

Cessation of Training.

1. Coordinate, with the assistance of the Chief, SEC, the on-Center relocation of students and staff should it be ordered.

Evacuation Situation. (Instruction to commence these activities will be issued by the Director, PEOC.)

1. When the order to evacuate is issued, proceed to South Georgia College along with: Safety Officer; Medical staff; Recreation Specialist; Athletic Trainer; and supply truck to review the accommodations; ensure that catered food arrangements have been made; and prepare for the arrival of the evacuation party.
2. Upon arrival at South Georgia College, report to the Director, PEOC, the confirmation of the availability of services at the relocation center.
3. Receive evacuees and operate the Douglas Command Center for the duration of the evacuation period or until relieved by the Director, PEOC. (See Exhibit 6.)
4. Oversee the return of evacuees to the Center at Glynco and close the host Douglas Command Center.

### SECTION 5 - SECURITY AND SAFETY DIVISION

The Center has the responsibility for conducting police service operations within the area administered by the FLETC. Support services will be rendered, as permitted by conditions, by various State and local police agencies upon request.

All official weather tracking and information dissemination will be accomplished by the Division personnel. Radio communications will be utilized when possible to notify Facilities Management Division (FAC) and Driver and Marine Division (DMD) of weather conditions. The Deputy Director and Director, Office of Administration (ADM), will be contacted personally or by telephone.

The Chief, Security and Safety Division (SEC) will act as an assistant to the Director, PEOC, and provide liaison between the Center and the Brunswick/Glynn County Civil Defense Director and other civil authorities as necessary to conduct threat analysis of the potential emergency situation.

Should evacuation to Douglas occur, the Chief, SEC, will relocate to Douglas at the closing of the Glynco facility and will continue as liaison with local and civil defense officials in Coffee County until re-entry to Glynn County is authorized.

As liaison with local and civil defense officials, the Chief, SEC, is responsible for receiving information and instructions from them, advising them of the FLETC plan of action, requesting assistance if necessary, and arranging for re-entry following termination of the crisis.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. The SEC COTR for the Security Police will review non-evacuation and evacuation procedures with the contract security police manager.

2. SEC staff shall review needs for additional vehicles, radios, foul weather equipment and other supplies that may be needed to permit continuous service in a safe and effective manner.

3. SEC staff shall commence monitoring of weather tracking sources and plotting storm/weather positions. Information to be developed will include: time and date information received, position, direction and speed of travel, wind velocity and any other information available. This information is to be disseminated on a regular basis

to FAC, FAD, DMD, and others as deemed necessary by the Chief, SEC or the Director PEOC.

4. The Safety Technician shall commence activities outlined in the Student Evacuation Plan (Exhibit 7.)

Non-Evacuation Situation.

1. Contract security police will check and secure all unoccupied buildings.
2. SEC staff and Security Police will note and report to FAC all objects that are not tied down or secured against high winds.

Cessation of Training:

1. The Safety Technician will assist with Class Coordinator assignments and instructions as directed by the PEOC. (See Exhibit 7.)
2. SEC staff and Security Police will assist in transporting personnel and supplies for on-Center relocation as directed by the PEOC.
3. SEC staff will verify that all vacated buildings are secure.

Evacuation Situation.

1. The Safety Officer will relocate to Douglas with the DD, ADM, as an advance party to set up host FLETC EOC.
2. The Safety Technician will coordinate the student evacuation. (See Exhibit 7.)
3. SEC staff will log and issue to designated personnel re-entry badges provided by the civil defense officials.
4. SEC staff will assist in verification of complete evacuation of the Center.
5. SEC staff will secure perimeter and main entrance gates to Center when advised by the Director, PEOC, and depart for Douglas.

## SECTION 6 - FACILITIES MANAGEMENT DIVISION

The Chief, Facilities Management Division (FAC), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

### Pre-season Measures (To be accomplished prior to June 1 each year.)

1. Inventory the FAC Emergency Gear Lockers and restock as necessary.
2. Review emergency generator inventory. At a minimum, the following units must be operational:
  - a. Stationary auxiliary power units located in equipment rooms in Buildings 75 and 94.
  - b. An auxiliary power unit located in Building 101 that will be used to operate the unleaded gasoline pump.
  - c. Stationary auxiliary power unit located at Building 1.
  - d. Stationary auxiliary power unit located at Building 200 for FAC EOC.
3. Review, update, and provide listing of storm-worthy buildings to be used for non-evacuation situation to Chief, SEC. (See Exhibit 4.)
4. Prepare and provide SEC with list of re-entry team members.
5. Review and update Vehicle Resource List (Exhibit 8).

### Early Warning Stage (Four - five days in advance of anticipated disaster.)

1. Review and update recall list and re-entry teams.
2. Review non-evacuation and evacuation procedures with FAC staff.
3. Check all fuel supplies and, if storage tank is one-half or less full, arrange an immediate delivery.

4. Keep the emergency generators, wrecker, buses, four-wheel drive and Facility Police vehicles filled with fuel.
5. Begin refueling other Government vehicles with appropriate fuel.
6. Check batteries and fuel of auxiliary power units and test for proper operation.
7. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Establish a control center in Building 200 for the coordination of facility precautionary and post-recovery measures. Radio communications will be utilized for this operation.
2. Secure, or place inside, all loose objects exposed to the elements. The Facilities Management Division will be responsible for all areas and buildings not serviced by an assigned facility coordinator.
3. Close and lock all windows of buildings not serviced by an assigned facility coordinator.
4. Advise transportation contractor of possible needs in relocating students to the FLETC from motels, on-Center housing, or for evacuation to Douglas, Georgia, as Center buses may be utilized to supplement transportation provided by Glynn, Coffee, and Pierce counties.
5. Advise contractors under the cognizance of FAC to await further instructions from the FAC technical representative or designated contact.

Cessation of training:

1. Assign one wrecker and provide driver with a radio to accompany convoy to Douglas, Georgia.

2. Dispatch FLETC-owned and contractor-operated bus service as requested by the Director, PEOC.
3. Reassign vehicles for usage as reflected in Exhibit 7.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Relocate all vehicles (except those recovery vehicles to be used in the evacuation) used/stored by FAC to the fenced Driver Training complex. (See Exhibit 8.)
2. Place recovery vehicles inside the garage. These include: a wrecker; two four-wheel driver vehicles; two fork- lifts; and other vehicles deemed necessary by the Chief, FAC.
3. Secure all utility buildings and turn off electric power in all major facilities.
4. Notify all contractors of evacuation orders and give deadline for removal of contractor personnel from Center property.
5. Release FAC staff as duties are completed with instructions regarding re-entry and recovery operations. Re-entry badges will be picked up at this time from the SEC and a contact/recall list will be presented to Chief, SEC.

Post Recovery.

The Director, PEOC, will contact the Chief, FAC, or designee, after the determination has been made that conditions are safe enough to call in facilities personnel to assess the damages (if any) and to initiate action to bring facilities back on-line.

An initial situation report and follow-on damage assessment reports will be provided the Director, PEOC, by the Chief, FAC, or designee.



### SECTION 7 - PROCUREMENT DIVISION

The Chief, Procurement Division (PRO), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Expedite purchase requests for additional supplies of batteries for auxiliary and portable lighting, and other items deemed necessary by PMD, FAC, or the Director, ADM.
2. Advise Center contractors of potential threat, review non-evacuation and evacuation procedures, and brief COTR's who will serve as contact persons for the dissemination of information.
3. Review non-evacuation and evacuation procedures with PRO staff.
4. Prepare a recall list for all contractors and advise each Project Manager of toll-free information number at Douglas and instruct them to contact Douglas Command Center no later than 8 hours after the hurricane passes through the Brunswick area.
5. Remind the Food Service and Security Police Project Managers that they (and their families, if they choose) should evacuate to Douglas with the PEOC.
6. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. As applicable, require all PRO staff to:
  - a. Close and lock all windows and doors and draw drapes to closed position. Tape windows as directed by the Division Chief using only masking tape.
2. Notify FLETC contractors to secure their areas; i.e., move any loose items located outside of their buildings to the inside.



3. Advise contractors to await further instructions from their contract administrator or designated contact.

Cessation of Training:

1. Advise all contractors of the cessation of training and the need to await further instructions from their Contract Administrator or designated contact.

2. Advise staff to turn off and unplug all electrically operated equipment (fans, heaters, A/C units, adding machines, calculators, typewriters, copy and printing equipment).

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Notify all staff and contractors of evacuation orders and give deadline for removal of contractor personnel from Center property.

2. Assist with, if necessary, and verify the securing and locking of all contractor areas.

3. Verify the securing and locking of PRO's areas within Building 28.

4. Release PRO staff with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.

## SECTION 8 - PROPERTY MANAGEMENT DIVISION

The Chief, Property Management Division (PMD), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

Pre-Season Measure. (To be accomplished prior to June 1 each year.)

1. Review supplies of rain gear, linens, flashlights, batteries, tape, plastic coverings for computers, etc. and restock as necessary. (See Exhibit 9.)
2. Examine cargo nets to ensure material readiness.
3. Identify drivers for equipment truck and van to Douglas.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review, and obtain if needed, additional supplies of batteries for auxiliary and portable lighting, and other items deemed necessary by FAC or the Director, ADM.
2. Review non-evacuation and evacuation procedures with PMD staff.
3. Prepare for shipment all emergency supplies and equipment that will be taken to Douglas if evacuation is ordered.
4. Issue masking tape and other requested supplies to Facility Coordinators.
5. Load the FAC Emergency Gear Lockers, and all supplies listed in Exhibit 9, onto the vehicles for transporting to the evacuation shelter in Douglas, Georgia.
6. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Issue flashlights and batteries to authorized individuals.
2. As applicable, require all PMD staff to:

- a. Close and lock all windows and doors. Close all drapes. Tape windows as directed by Division Chief using ONLY masking tape.
- b. Move warehoused office supplies from the floor and bottom shelves to higher shelves.
- c. Move all material, containers and pallets into the warehouse and secure all exterior doors.
- d. Spread cargo net over loose items in the salvage yard and securely anchor.

Cessation of Training:

1. Turn off and unplug all electrically operated equipment (fans, heaters, A/C units, adding machines, calculators, typewriters, and copy/printing equipment).
2. Process off-Center mail for as long as possible, then secure all mail at highest level possible inside the Post Office, close and secure the Post Office.
3. Notify the Logistics Contractor to secure their areas; i.e., turn off and unplug non-essential electrical equipment, move any loose items located outside of their buildings inside.
4. Advise Logistics Contractor to await further instructions.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Notify Logistics Contractor of evacuation orders and give deadline for removal of contractor personnel from Center property.
2. Assist with, if necessary, and verify the securing and locking of all contractor areas.
3. Verify the securing and locking of PMD are in Buildings 28 and 29.
4. Release PMD staff with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.

5. Drive the equipment truck to Douglas when the advance group headed by the DD (ADM) leaves Glynco.

## SECTION 9 - SCHEDULING AND ALLOCATION DIVISION

The Chief, Scheduling and Allocation Division (SAD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

### Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review non-evacuation and evacuation procedures with the SAD staff.
2. Review the student population statistics including expected departures and arrivals for the period of anticipated situation to determine the number of persons who may require evacuation. This information to be forwarded to the Safety Technician.
3. Review schedules of projected incoming students and new classes to advise the Director, PEOC, of anticipated influx in order to issue delay of travel instructions to avoid arrival during emergency.
4. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

### Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Furnish rosters and student statistics as requested by the Safety Technician and the Director, PEOC.
2. If requested, assign one person to the PEOC staff.

### Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Furnish rosters and student statistics as requested by the Director, PEOC.
2. Release SAD staff members as responsibilities are completed with instructions to monitor public radio and television for local evacuation instructions.

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Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.



### SECTION 10 - MEDIA SUPPORT DIVISION

The Chief, Media Support Division (MSD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review non-evacuation and evacuation procedures with the Media Support Division staff.
2. The Equipment and Materials Branch (EMB) to review radio and radio frequency assignments and plan a redistribution to accommodate PEOC and evacuation requirements. (See Exhibit 10.)
3. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Provide radio communication capability to the PEOC staff and class coordinators.
2. Provide closed-circuit television coverage of the Center's plans and announcements as resources permit.

Cessation of Training:

1. Relocate radios and recharge units to Building 94.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Release MSD staff members as responsibilities are completed with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.





## SECTION 11 - INFORMATION SYSTEMS DIVISION

The Chief, Information Systems Division (ISD), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

### Pre-season Measures. (To be accomplished prior to June 1 each year.)

1. Confirm availability of arrangements for the toll-free telephone number at the Douglas Command Center and the answering machine units. Identify person to support telecommunication services at the Douglas Command Center.
2. Ensure that there is an adequate supply of packing materials (boxes, tape, styrofoam/bubble pack, etc.) to prepare critical equipment and records for transport from FLETC to Douglas, Georgia. Ensure that there is an adequate supply of blank tapes and cartridges for backup of all systems on Center. Ensure that there is an adequate supply of plastic bags, plastic sheets, and tape to cover all computer equipment on Center.
3. Identify any critical systems and software that will be transported to Douglas for safekeeping in the event of evacuation. Identify person to transport ISD systems and records to Douglas.
4. Coordinate with the Motor Pool regarding appropriate transportation for critical equipment and records in case of an evacuation situation.
5. Provide direction for Center staff on securing PCs (park disk, disconnect from all power sources and phone lines, cover/wrap with water resistant material), peripheral equipment and telephones. Provide training on backing up and packing electronic media for shipment. Coordinate with the System Administrators in each division who will ensure procedures are followed.
6. Ensure all ISD staff have copy of the Center's Hurricane Response Plan. Update recall list.
7. Develop/update list of sources for replacement equipment and repair service.

### Early Warning Stage. (Four-five days in advance of anticipated disaster.)

1. Review non-evacuation and evacuation procedures with the ISD staff and update recall list. Review and update resource list.
2. Designate/notify critical and releasable staff; provide critical staff with Administrative Time in order to prepare family/personal situation for evacuation, and be able to remain on-site during later stages.
3. Issue reminder to Center staff about steps in securing computer equipment and supplies needed (plastic and tape). Ensure that back-ups are made of all files on Center Information Systems by notifying responsible persons for each system.
4. Review inventory of equipment and supplies required by ISD for either situation. Prepare and submit to Property Management Division purchase requisitions for all needed supplies or equipment such as masking tape, plastic bags, plastic sheets, etc.
5. Ensure assigned vehicles remain completely fueled on a daily basis.
6. Provide a roster of any staff members to be evacuated for use by the Financial Operations Division in preparing a group travel order.
7. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Close, lock and tape all windows and glass doors, close all drapes. (Tape on outside using masking tape ONLY.)

Cessation of Training:

1. Secure computer room and ISD offices: turn off and unplug all electrically operated equipment;

2. Move all computer and telecommunications equipment in the computer room and in ISD offices from the floor and lower levels to higher storage areas. Cover with plastic bags or sheets to minimize water damage.

3. Secure ISD equipment in Building 262 classroom, and in Building 92 switch building. Ensure that equipment in Building 29 maintenance/repair facility is secured.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Notify all ISD staff of the decision to suspend activities and evacuate Center.

2. Prepare a destination list for ISD staff leaving the area. Provide employees with current recall list and the toll-free telephone number at the Douglas Command Center.

3. Pack and transport any critical files and backup tapes to Douglas, Georgia. Government vehicle assignment to ISD will be used for this purpose.

4. Release ISD staff not designated to Douglas, Georgia with instructions to monitor public radio and television for local evacuation instructions. Provide toll-free telephone number at the Douglas Command Center for information relating to return to duty.

5. Verify premises vacated and secured. Advise building coordinator(s) that the ISD area(s) are secured. Advise Director, ADM, that ISD personnel have been evacuated.

Post Recovery:

1. Re-install equipment as necessary and evaluate and report damages.

2. Prepare purchase requisitions for repairs/replacement of damaged or lost equipment.

Critical Files to be transported to Douglas:

Recall list

Updated resource list  
Copies of purchase requisitions  
Cable Plant records  
Backup tapes for critical systems

Critical Systems to be backed up on tape during Early Warning:

TMS  
PROMIS+  
Finance  
Programs on Data General  
ISD's Edge system and developmental machine  
Division 386 Hosts

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## SECTION 12 - BUDGET AND FINANCE DIVISION

The Comptroller, Budget and Finance Division (BFD), or designee, is responsible for the conduct of the following activities in the event of a hurricane situation.

### Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review non-evacuation/evacuation procedures with BFD staff.
2. Review outstanding invoices and process for early payment those matched with receiving reports.
3. Make daily deposits of negotiable.
4. Determine which records should be taken if an evacuation is ordered.
5. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

### Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Prepare a group travel order for FLETC staff members who will accompany students to Douglas.
2. Continue processing invoices for payment as documentation is received.
3. Continue daily deposits of negotiable.

### Cessation of Training:

1. Assemble Imprest Fund cash, GTRs, and Traveler's checks for the DD/ADM for use at the Douglas Command Center.
2. Secure the following essential records in sealed plastic, to be stored in waterproof container for evacuation.
  - a. Active payroll records and discs.

- b. Blank SF-1166's and OCR fonts.
- c. Outstanding orders/invoices.
- d. Deposit slips.
- e. General ledgers.
- f. Accounts payable and accounts receivable registers.
- g. Active travel records.
- h. Computer tapes.
- i. Back-up discs of current work on the System 36.
- j. Diskettes pertaining to budget  
spreadsheets/documents as well as those associated with program  
costs, student projections, and statistical (MIS) information.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Issue Imprest Fund cash, GTR's, and other financial documents to DD/ADM for transport to Douglas.
2. Cover all equipment with plastic sheeting.
3. Release BFD staff members as responsibilities are completed, with instructions to monitor public radio and television for local evacuation instructions. Provide employees with the toll-free telephone numbers at the Douglas Command Center for information relating to return to duty.



### SECTION 13 - PERSONNEL DIVISION

The Chief, Personnel Division (PER), or designee, is responsible for the following activities in the event of a hurricane situation.

Early Warning Stage. (Four - five days in advance of anticipated situation.)

1. Review and update recall list.
2. Review non-evacuation and evacuation procedures with PER staff.
3. Review medical supplies inventory and request immediate delivery of items needed for non-evacuation and evacuation period.
4. Identify medical staff who will accompany the personnel being evacuated to Douglas.
5. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Update the notice to staff of suspension of normal activities due to the hurricane situation as required.
2. Process all pending personnel actions that can be entered on the computer and transmitted to the payroll processing center.

Cessation of Training:

1. Prepare medical supplies for possible relocation of the Health Unit on Center and/or evacuation to Douglas.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Advise Medical Staff to load supplies and depart for the Douglas Command Center (one nurse to remain at Glynco until dismissed).
2. In the absence of the Director (ADM) and the Deputy Director (ADM), assume the duties of the Director (ADM) and ensures that ADM activities are conducted as outlined in this Manual.
3. Advise Personnel Staff of evacuation plans.
4. Secure all personnel records.
5. Release PER staff as duties are completed, with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.

#### SECTION 14 - DIRECTOR, OFFICE OF GENERAL TRAINING

The Director, Office of General Training (OGT), or designee, and all OGT Division Chiefs will be responsible for the conduct of the appropriate following activities in the event of a hurricane situation.

1. Upon notification of a hurricane situation, check in with the Primary Emergency Operations Center (PEOC) to receive an update on the current situation and receive special instructions.
2. Proceed with activities as determined by the situation.

##### Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review and update staff recall list.
2. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
3. Review current Class Coordinator assignments. Identify instances of coordinators with more than one class assigned; the need for additional coordinators; the need for assigning female coordinators, etc. Provide class coordinator listing to the Chief, SEC.
4. Alert those OGT instructors who will be evacuated with students to Douglas of the possibility of evacuation and advise that before reporting for duty, they will be given Administrative Time to attend to personal responsibilities.
5. Provide a listing of OGT staff to be evacuated for use by Financial Operations Division in preparing a group travel order.
6. Notify OGT guest instructors and training support contractors of the hurricane threat and FLETC's Hurricane Response Plan.
7. Ensure that OGT Building Coordinators are aware of their responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Coordinate on-Center relocation plans if ordered by the Director, PEOC.
2. Ensure that all OGT Divisions have taken measures to protect OGT area, equipment, and records.
3. When notified, release class coordinators to report to the Chief, SEC.

Cessation of Training:

1. Advise OGT staff (including guest instructors) of the order to cease activities and the need to immediately divert training radios and vehicles for hurricane response usage.
2. Advise OGT training support contractors of the cessation of training and advise they stand by for further instructions.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that all OGT Divisions have taken measures to secure all OGT areas, equipment, and records.
2. Advise OGT training support contractors of the order to evacuate, set deadline for their evacuation, and provide them the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
3. Release OGT staff members and guest instructors not designated for evacuation to Douglas with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
4. Report for duty to the PEOC, Building 94, and advise the Director, PEOC, that the OGT is secured.

### SECTION 15 - DIRECTOR, OFFICE OF SPECIAL TRAINING

The Director, Office of Special Training (OST), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

1. Upon notification of a hurricane situation, report to the Primary Emergency Operations Center (PEOC) that preparedness activities are underway before proceeding to area of responsibility.
2. Proceed with activities as determined by the situation.

#### Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures.
3. Advise Special Training Divisions to commence the early warning stage activities.
4. Review current Class Coordinator assignments. Identify: instances of advisors with more than one class assigned; the need for additional coordinators; the need for assigning female coordinators, etc. Provide class coordinator listing to the Chief, SEC.
5. Designate/notify critical and releasable staff. Release critical staff with Administrative Time for preparing family/home and advance relocation so they may remain on-site during later stages.
6. Review divisional inventory of equipment and supplies required for either situation.
7. Review levels of contractors support requirements.
8. Alert those personnel who will be evacuated with students to Douglas, Georgia of the possibility of evacuation.

9. Provide a listing of those personnel to be evacuated for use by Financial Operations in preparing a group travel order.

10. Notify OST guest instructors and training support contractors of the hurricane threat and the FLETC's Hurricane Response Plan.

11. Ensure that OST Building Coordinators are aware of their responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the OST non-evacuation situation activities are begun.
2. Coordinate on-Center relocation plans if ordered by the Director, PEOC.

Cessation of Training:

1. When notified, release class coordinators to report to the Chief, SEC.
2. Advise OST staff and guest instructors of the order to cease activities and the need to immediately divert training radios and vehicles for hurricane response usage.
3. Advise OST training support contractors of the cessation of training and advise they standby for further instructions.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the OST evacuation situation activities are begun.
2. Advise OST training support contractors of the order to evacuate, set deadlines for their evacuation, and provide them the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
3. Release OST staff members and guest instructors not designated to Douglas, Georgia with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone numbers at the Douglas Command Center for information relating to return to duty.

4. Maintain rosters of destination list for Division's staff leaving the area.
5. Verify premises vacated and secured.
6. Report for duty to the PEOC, Building 94, and advise the Director, PEOC, that the OST is secured.

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## SECTION 16 - TRAINING OPERATIONS DIVISION

The Chief, Training Operations Division (TOD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

### Pre-Season Measures. (To be accomplished by June 1 of each year.)

1. Advise the Property Management Division (PMD) of OST requirements for packing materials (boxes, tape, styrofoam/bubble pack, etc.) to prepare critical equipment and records for transport from FLETC to Douglas, Georgia.
2. Coordinate with the Motor Pool regarding appropriate transportation of critical equipment and records (i.e., all OST repository) in case of an evacuation situation.
3. Review checklists, recall lists and reminder to staff.

### Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures with the staff.
3. Designate/notify critical and releasable staff; provide critical staff with Administrative Time in order to prepare family/personal situation for evacuation, and be able to remain on-site during later stages.
4. Assist the Director, OST, with duties assigned in Section 15 of the Hurricane Response Plan.
5. Update and distribute employee recall list.
6. Review inventory of equipment and supplies required for either situation. Prepare and submit to PMD purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, etc.
7. Provide a roster of those staff members to be evacuated for use by the Financial Operations Division in preparing a group travel order.

8. Ensure assigned vehicles remain completely fueled on a daily basis.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Make back-up of all files in TOD and D/OST computers.
2. Assist with dissemination of information to staff as requested by the Director, PEOC.
3. Assist the Director, OST, with duties assigned in Section 15 of the Hurricane Response Plan.

Cessation of Training:

1. Turn off and unplug all electrically operated equipment (computers and all peripherals).
2. Move all computers and peripherals from the floor and lower levels to higher storage areas.
3. Cover all computers and peripherals with large plastic bags or sheets to minimize any water damage.

Evacuation Situation:

1. Pack and transport critical files and backup tapes to Douglas, Georgia.
2. Provide employee(s) with a current recall list and the toll-free telephone number at the Douglas Command Center.
3. Assist the Director, OST, with duties assigned in Section 15 of the Hurricane Response Manual.
4. Release those TOD staff members not designated to Douglas, Georgia with the instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.

5. Verify premises vacated and secured.
6. Advise the Director, OST, that the TOD is secured.

### SECTION 17 - PHYSICAL TECHNIQUES DIVISION

The Chief, Physical Techniques Division (PTD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

The Recreation Specialist and Recreation Assistant are responsible for planning and conducting recreational and athletic activities at Glynco for personnel when normal Center activities have been curtailed/cancelled due to a hurricane situation. They are responsible for the same recreational and athletic activities at Douglas, Georgia should students be evacuated from Glynco. Planned activities may include basketball, volleyball, racquetball, exercise rooms (weights), shuffleboard, softball (in Douglas), swimming, backgammon, chess, pool shooting, table tennis, cards, and board games. The availability of specific activities will depend upon the situation and conditions at the time.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures with staff and guest instructors.
3. Designate/notify critical and releasable staff.
4. Review inventory of equipment and supplies required for either situation. Prepare and submit to the Property Management Division (PMD) purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, and recreation supplies.
5. The Recreation Specialist will coordinate with the Motor Pool for a van to transport recreation supplies to Douglas, Georgia, in the event of an evacuation.
6. Designate and notify staff members who are critical and releasable to either an evacuation or non-evacuation situation. Provide critical staff with Administrative time to prepare family/personal situation in order to remain on-site in later stages.

7. Identify levels of contractor support requirements.
8. Ensure assigned vehicles remain fully fueled; refuel on daily basis, as needed.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Close, lock, and tape all large windows and tape glass doors of the Physical Techniques Complex. (Tape on the outside using masking tape only.)
2. Place inside buildings all movable equipment and supplies, to include trash cans, loose materials, etc.
3. Tie down portable bleachers in PTD area.
4. Make back-up of all files in each PTD computer.

Cessation of Training:

1. Move equipment and supplies to specific locations on the Center as directed by the Director, PEOC.
2. The Recreation Specialist and Assistant will conduct planned student activities.
3. Prepare the Physical Techniques Complex for temporary housing of students as instructed by the Director, PEOC.
4. Assist with the operation of the Physical Techniques Complex as a housing facility as instructed by the Director, PEOC.
5. Turn off and unplug all electrically operated equipment (computers and all peripherals).
6. Move all computers and peripherals from the floor and lower levels to higher storage areas.

7. Cover all computers and peripherals with large plastic bags or sheets to minimize any water damage.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

A. Chief

1. Ensure that the PTD evacuation activities are begun.
2. Ensure timely notification to all staff, students, and guest instructors of the decision to evacuate the Center.
3. Prepare a destination list for PTD staff leaving the area.
4. Pack and transport all critical files and back-up tapes to Douglas, Georgia.
5. Provide employees with a current recall list and the toll-free telephone number at the Douglas Command Center.
6. Release those PTD staff members not designated to Douglas with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
7. Verify premises vacated and secured.
8. Advise the Director, OST, that the PTD is secured.

B. Recreation Specialist.

1. Prepare equipment and supplies for transporting to Douglas, Georgia.
2. Secure and load all athletic and recreational supplies and equipment in the assigned vehicle to transport to Douglas, Georgia.
3. Conduct those recreation activities which conditions permit.

4. Transporting the athletic and related equipment to South Georgia College in Douglas and establishing an equipment issue system once located at the College.

5. Once a recall order is issued, the Recreation Specialist will secure and transport all equipment back to the FLETC. Any newly purchased equipment will be added to the Recreation inventory by the Recreation Specialist and report to the Assistant Chief once completed. Any missing items will be reported to the Assistant Chief.

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## SECTION 18 - DRIVER AND MARINE DIVISION

The Chief, Driver and Marine Division (DMD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

### A. DRIVER TRAINING

Early Warning Stage. (Four - five days in advance of anticipated hurricane.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review and update staff recall list.
3. Ensure all vehicles are fueled; refuel as necessary on daily basis.
4. Review non-evacuation and evacuation procedures with staff.
5. Designate/notify critical and releasable staff and guest instructors. Provide critical staff with Administrative Time in order to prepare family/personal activities and be able to remain on site during later stages.
6. Review inventory of equipment and supplies required for either situation. Prepare and submit to the Property Management Division purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, etc.
7. Identify area(s) within the Driver Training Complex where government owner/leased vehicles and POVs may be parked. (Drivers/owners will retain keys.)

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Refuel all four-wheel drive vehicles, buses, radio equipped vehicles, and other vehicles on a continuing basis.
2. Place indoors all trash cans, loose materials, supplies, etc., within the DMD complex.

3. Close, lock and tape large windows and tape glass doors of the DMD area. (Tape from the outside using masking tape ONLY.)
4. Make back-up of all files in DMD computers.

Cessation of Training:

1. Prepare with lights and siren eight (8) police vehicles to be used in convoy to Douglas, Georgia, should an evacuation be ordered. These vehicles are to be driven by selected class coordinators.
2. Secure all DMD facilities except Building 210.
3. Turn off and unplug all electrically operated equipment (computers and all peripherals).
4. Assure all Driver Training (DT) portable radios are charged and available for issue.
5. Move all computers and peripherals from the floor and lower levels to higher storage areas.
6. Cover all computers and peripherals with large plastic bags or sheets to minimize any water damage.
7. Provide employee(s) with a current recall list and the toll-free telephone number at the Douglas Command Center.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the DMD evacuation activities are begun.
2. Ensure timely notification to all staff, students, and guest instructors of the decision to evacuate the Center.
3. Prepare a destination list for all DMD staff leaving the area.

4. Pack and transport the critical files.
5. Turn off electrical power to all DMD facilities except Building 210.
6. Release those Driver and Marine Division staff members not designated to Douglas, Georgia with instruction to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone at the Douglas Command Center for information relating to return to duty.
7. Verify premises vacated and secured.
8. Advise the Director, OST, that the Driver Training Section is secured.

B. MARINE LAW ENFORCEMENT TRAINING:

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures with staff.
3. Designate/notify critical and releasable staff.
4. Review inventory of equipment and supplies required for either situation. Prepare and submit to the Property Management Division purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, etc.
5. Identify levels of contractor(s) support required.
6. Ensure all vessels and vehicles are fueled and remain fueled on a daily basis.

Non-evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Fuel vessels that will stay in the water during an evacuation situation.

2. Reserve, fuel and make ready, two four-wheel drive vehicles equipped with trailer hitches for the purpose of retrieving, trailering and storing training vessels.
3. Ensure all boat keys are available.
4. Contact USCS boat maintenance facility in case its services are needed.
5. Obtain boat trailers from USCS boat maintenance facility for possible use.
6. Pump rainwater out of all vessels to be left in water at Two Way Fish Camp. Double all mooring lines and place fenders for additional protection.
7. Ensure storm anchors and heavy lines are available for vessels that are to be moored or anchored up the South Altamaha River from Two Way Fish Camp.
8. Start and run all vessels. If necessary, top off fuel tanks.
9. Make back-up of all files in MLET computers.
10. Close, lock and tape large windows (tape on the outside using masking tape ONLY) and secure all MLET facilities except Building 210.

Cessation of Training:

1. Secure all MLET equipment in storage room in Building 210.
2. Assure all MLET portable radios are charged and available for issue.
3. Turn off and unplug all electrically operated equipment (computers and all peripherals).
4. Retrieve and secure all MLET trailerable vessels at the primary designated storage area within the fenced Driver Training Facility near Range Three.
  - a. All loose equipment must be secured or removed from the vessel including antennas, electronic equipment, fenders, lines and hitches.
  - b. Disconnect the batteries.

c. Immobilize the vessels and trailers by chocking the wheels, letting the air out of the tires, or partially filling the boat hulls with water.

5. Move all computers and peripherals from the floor and lower levels to higher storage areas.

6. Cover all computers and peripherals with large plastic bags or sheets to minimize any water damage.

7. Provide employee(s) with current recall list and the toll-free telephone number at the Douglas Command Center.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the MLET evacuation activities are begun.

2. Ensure timely notification to all staff, students and guest instructors of the decision to evacuate the Center.

3. Prepare a destination list for MLET staff leaving the area.

4. Pack and transport all critical files.

5. Secure and moor or anchor the larger MLET vessels in a designated area up the South Altamaha River from Two Way Fish Camp. Safeguard and secure all electronics, loose gear, lines, and fenders as appropriate. For the safety of the crew, the vessels will be left unattended.

a. A small trailerable vessel and two vehicles will be made available to transport the boat crews back and forth once the vessels are secured at their moorings. Storage for this vessel and vehicles will be inside the fenced area of the Driver Training facility.

6. If Activity 5 cannot be achieved safely, secure the remaining MLET vessels in their slips at Two Way Fish Camp by doubling up on lines where appropriate and securing with additional anchors where needed.

7. Release those MLET staff members and guest instructors not designated to Douglas with instructions to monitor public radio and television for local evacuation

instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.

8. Verify premises vacated and secured.
9. Advise the Director, Office of Special Training, that the Marine Law Enforcement Section is secured.



### SECTION 19 - FIREARMS DIVISION

The Chief, Firearms Division (FAD), or designee, will be responsible for the conduct of the following activities in the event of a hurricane situation.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures with staff and guest instructors.
3. Designate/notify critical and releasable staff and guest instructors; provide critical staff with Administrative Time in order to prepare family/home and be able to remain on-site during later stages.
4. Review and distribute guidelines for non-evacuation and evacuation procedures with staff members.
5. Review inventory of equipment and supplies required for either situation. Prepare and submit to the Property Management Division purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, etc.
6. Identify level of contractor support required.
7. Ensure all assigned vehicles remain completely fueled on daily basis.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Refuel all vehicles (on continuing basis as necessary).
2. Close, lock and tape all large windows of buildings occupied by FAD. (Tape on the outside using masking tape ONLY.)
3. Tie down and secure all outdoor bleachers in FAD area.



4. Assist with dissemination of information to staff as requested by the Director, PEOC.

Cessation of Training:

1. Remove all metal target frames from target turning mechanism or target motors. Store frames in firing range towers.
2. Remove all metal targets (pepper-poppers) from the ranges and store them in the firing range towers or Building 110.
3. Remove all barricades and store them inside firing range towers or Building 110.
4. Remove any outside range equipment (i.e., mailboxes, fire hydrants, garbage cans, or portable training aids) and store in Building 110.
5. Coordinate with the contract service to inventory and secure all weapons and ammunition.
6. Secure equipment such as computers and printers to internal higher level areas of the buildings. Cover all computers to minimize any water damage.
7. Coordinate with the contract service to secure all Government equipment in their possession or control.
8. Make back-up of all files in FAD computers.
9. Turn off and unplug all electrically operated equipment (computers and all peripherals).
10. Pack all computers and peripherals and move from the floor and lower levels to higher storage areas.
11. Cover all computers with plastic bags or sheets to minimize any water damage.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the FAD evacuation activities are begun.
2. Ensure timely notification to all staff, students and guest instructors of the decision to evacuate the Center.
3. Prepare a destination list for FAD staff leaving the area.
4. Verify that all weapons storage areas and the Armory have been secured.
5. Secure all FAD gates and buildings.
6. Secure ammunition bunkers.
7. Ensure alarm systems are activated where applicable.
8. Deliver all FAD vehicles to the Driver Training fenced area. Secure vehicles and return keys to FAD.
9. Provide employee(s) with a current recall list and the toll-free telephone number at the Douglas Command Center.
10. Release those staff members and guest instructors not designated to Douglas, Georgia with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
11. Verify premises vacated and secured.
12. Advise the Director, Office of Special Training, that Firearms Division is secured.



## SECTION 20 - FINANCIAL FRAUD INSTITUTE

The Chief, Financial Fraud Institute (FFI), or designee, is responsible for the following activities in the event of a hurricane situation.

### Pre-season Measures. (To be accomplished by June 1 of each year.)

1. Advise TOD of FFI requirements for packing materials (boxes, tape, styro-foam/bubble pack, etc.) to prepare critical equipment and records for transport from FLETC to Douglas, Georgia.
2. Coordinate with the Motor Pool regarding appropriate transportation of critical equipment and records (i.e., FFI repository) in case of an evacuation situation.
3. Identify staff member(s) to be responsible for the transportation of FFI equipment/records to Douglas, Georgia.

### Early Warning Stage. (Four - five days in advance of anticipate hurricane.)

1. Ensure that all staff members have a copy of the appropriate section of the Center's Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.
2. Review non-evacuation and evacuation procedures with staff members and guest instructors.
3. Review inventory of equipment and supplies required for either situation. Prepare and submit to the Property Management Division purchase requisitions for all needed supplies or equipment such as masking tape, batteries for pagers and flashlights, etc.
4. Designate/notify critical and releasable staff and guest instructors at least 48 to 72 hours in advance of potential need and/or evacuation. Provide these individuals with Administrative Time to tend to family/home and advance relocation so they may remain on-site during later stages.
5. Assign one staff member to each computer room and the CBT production site with oversight responsibility for that particular room or facility. Program Coordinators who have a training program in session at the time will be exempted if at all possible.

6. Advise appropriate agencies of room coordinator assignments, i.e., U. S. Customs Service (USCS), Immigration and Naturalization Service (INS), Naval Investigative Service (NIS), U. S. Marshals Service (USMS).

Non-evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Close, lock and tape all large windows and glass doors in the FFI area. (Tape on the outside using masking tape ONLY.)

Cessation of Training:

1. Make back-up of all files in each FFI computer.
2. Turn off and unplug all electrically operated equipment (computers and all peripherals).
3. Move all computers and peripherals from the floor and lower levels to higher storage areas.
4. Cover all computers and peripherals with large plastic bags or sheets.
5. Secure all critical FFI equipment and records in sealed plastic in preparation for transportation to Douglas, Georgia.
6. In the case of evacuation, prepare a destination list for FFI staff leaving the area.
7. Move all computers and peripherals from the floor and lower levels to higher storage areas.
8. Cover all computers and peripherals with large plastic bags or sheets to minimize any water damage.
9. Provide employees with a current recall list and the toll-free telephone number at the Douglas Command Center.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the FFI evacuation activities are begun.
2. Ensure timely notification to all staff, students and contractor/guest instructors of the decision to evacuate the Center.
3. Notify all contractor/guest instructors of evacuation orders and assist in evacuation of these personnel.
4. Release those Financial Fraud Institute staff members not designated to Douglas with instruction to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
5. Verify premises vacated and secured.
6. Advise the Director, Office of Special Training, that FFI is secured.



## SECTION 21 - DIRECTOR, OFFICE OF STATE AND LOCAL TRAINING

The Director, Office of State and Local Training (OSL), or designee will be responsible for the conduct of the following activities in the event of a hurricane situation.

1. Upon notification of a hurricane situation, check in with the Primary Emergency Operations Center (PEOC) to receive an update on the current situation and receive special instructions.

2. Will proceed with activities as determined by the situation.

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Ensure that all staff members have a copy of the appropriate section of the Hurricane Response Plan. Encourage them to complete personal/family preparations to allow fulfillment of official business responsibilities.

2. Review and update staff recall list.

3. Review current class coordinator assignments. Identify instances of coordinators with more than one class assigned; the need for additional coordinators.

4. Provide class coordinator listing to the Chief, SEC.

5. Alert those OSL staff members who will be evacuated to Douglas of the possibility of evacuation and advise that before reporting for duty, they will be given Administrative Time to attend to personal responsibilities.

6. Provide a listing of OSL staff to be evacuated for use by Financial Operations in preparing a group travel order.

7. Ensure that OSL Building Coordinators are aware of their responsibilities.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the OSL takes measures to protect the OSL area, equipment and records.



2. When notified, release class coordinators to report to the Chief, SEC.

Cessation of Training:

1. Notify all staff, visiting/contract instructors and all appropriate contractor staff(s) of the order to cease activities and to standby for further instructions.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Ensure that the OSL has taken measures to secure all OSL area, equipment, and records.
2. Release OSL staff members and guest instructors not designated for evacuation to Douglas with instructions to monitor public radio and television for local evacuation instructions. Provide the toll-free telephone number at the Douglas Command Center for information relating to return to duty.
3. Report for duty to the PEOC, Building 94, and advise the Director, PEOC, that OSL is secured.

## SECTION 22 - PARTICIPATING ORGANIZATION REPRESENTATIVES

The role of participating organization representatives is varied and the responsibilities numerous in the event of a hurricane disaster situation at the Federal Law Enforcement Training Center (FLETC).

The FLETC has the responsibility to protect lives and property. To accomplish this, the procedures contained in this manual have been developed.

It is recognized that the participating organization (PO) representatives also have an obligation to their students and staff; therefore, the appropriate representative will be invited to assist with the protection of students during a hurricane situation.

Clarification of specific activities/responsibilities is as follows:

1. Representatives with students in agency advanced training classes will designate a class coordinator for each class and provide a listing of class coordinators to the Chief, SEC.
2. Representatives with assigned office spaces/areas will be responsible for securing the space/area according to measures outlined in the General section of Part III of this manual.
3. Representatives with assigned Building Coordinators will ensure that those Building Coordinators are aware of their responsibilities outline in Section 24 or Part III of this manual.
4. Visiting instructors, class coordinators, and/or guests who are housed at the FLETC will be offered the same on-site relocation or evacuation measures applicable to the students.
5. Representatives will be kept informed from the onset of anticipated emergency by the Primary Emergency Operations Center (PEOC). The PEOC will call upon the representatives for assistance as needed with information dissemination to students, on-site relocation of students to quarters offering maximum protection, and relocation of students to Douglas, Georgia, should evacuation be ordered.
6. Agency owned/leased vehicles should be kept fueled and relocated to the fenced driver training complex when no longer needed.

7. Senior representatives will be responsible for the dissemination of information received from PEOC to agency staff members and ensure that staff members comply with evacuation orders.

8. Each representative will keep his/her off-Center parent agency organization informed of events as they unfold.

### SECTION 23 - STUDENTS

In the event of a hurricane situation occurring at the Federal Law Enforcement Training Center (FLETC), normal activities may be cancelled and precautionary measures will be taken to protect the lives of students.

Measures may entail relocation to structures offering greater protection on Center, or evacuation to facilities at South Georgia College located ninety-three miles west of Glynco at Douglas, Georgia.

Information concerning the possibility of an emergency/disaster situation, the development of the situation, relocation and/or evacuation instructions will be furnished to students by assigned class coordinators.

If advised to relocate on Center, or to evacuate to Douglas, the Student Checklist (Exhibit 7, Attachment 4) will be distributed along with specific instructions as to time and place for relocation. The Student Checklist provides instructions regarding privately-owned vehicles, personal valuables, and items to be brought with students during relocation.



## SECTION 24 - FACILITY COORDINATORS

Facility Coordinators (established originally as Building Coordinators in May 1980 to handle the reporting of trouble calls to Facilities Management Division [FAC]) are to be responsible for the securing of those buildings/areas assigned to them. With the reduced FAC staff, the utilization of Facility Coordinators is essential to accomplish adequate precautionary measures in the event of a hurricane situation.

Exhibit 11 identifies specific facilities, their use, and the office/individuals responsible for them. In the event of a hurricane situation, these individuals will be responsible for the following activities. (This exhibit will be updated during the 5-day Early Warning Stage.)

Early Warning Stage. (Four - five days in advance of anticipated disaster.)

1. Review instructions for both non-evacuation and evacuation situations.
2. Determine amount of supplies necessary to secure buildings/areas.
3. Prepare and submit to the Property Management Division purchase requisitions for all needed supplies.
4. Update the Building Coordinator Listing and distribute to all Office Directors, Division and Branch Chiefs and Participating Organization Representatives.

Non-Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Obtain necessary supplies from PMD, Building 28.
2. Place indoors all portable items located around the building/area (trash cans, cigarette stands, etc.).
3. Close, lock and tape all large windows. (Tape on outside using masking tape ONLY.)
4. Advise occupants of their responsibility to secure individual work areas.

Cessation of Training:

1. Ensure that all electrical equipment is unplugged.

Evacuation Situation. (Instructions to commence these activities will be issued by the Director, PEOC.)

1. Remind occupants to relocate unneeded Government vehicles to the Driver Training complex.
2. Ascertain that all interior doors are closed and all rooms are unoccupied.
3. If applicable, switch alarm systems to auxiliary power units.
4. If possible, lock all exterior doors.
5. Report to the PEOC, Building 94, when each building/area has been secured.

### SECTION 25 - RECOVERY

Upon receiving authorization from the host county Director of Civil Defense (CD), the Director, FLETC, or the Director, PEOC in the absence of the Director, FLETC, will make the determination to begin facility re-entry operations.

Re-entry teams as listed in Exhibit 11 will proceed to the FLETC to determine safe habitation, implement access control procedures, and report the condition of the facility to the Emergency Operations Center in Douglas, Georgia.

#### SEC Responsibilities.

1. Establish contact with Glynn County CD and local police officials.
2. Provide interim facility access control and patrol services.
3. Coordinate with county authorities and commercial property managers to determine habitability of student housing off-Center.
4. Coordinate with Facilities Management personnel to initiate a report to the Center Emergency Operations Center.
5. Recall contract security personnel to provide facility access control, conduct patrol operations for trespassers, and observe for obvious signs of forced entry.
6. Complete additional tasking as needed.

#### FAC Responsibilities.

1. Conduct initial damage assessment of facility structures and services to determine feasibility of immediate occupancy.
2. Coordinate with Security and Safety personnel to initiate a report to the Center Emergency Operations Center.
3. Conduct an initial check for downed power lines, broken gas and water mains, and general traffic hazards.



4. Complete additional tasking as needed.

#### PART IV ANNUAL REVIEW

By June 1 of each year, the FLETC Chief, SEC, will conduct an annual review of the Hurricane Response Plan for the purpose of updating procedures and the necessary agreement.

Regardless of whether changes are made to the manual or not, the Chief, SEC will issue a bulletin to all FLETC occupants reminding them of the hurricane season and the guidance provided in the Hurricane Response Plan.

PART V AGREEMENTS

The following agreements have been entered into by the FLETC to obtain facilities, goods and services that may be required during an emergency or mandatory evacuation situation.

- Agreement 1 - with South Georgia College for housing/dormitory facilities.
- Agreement 2 - with Marriott Corporation for catered food service in Douglas, Georgia
- Agreement 3 - with Glynn, Pierce, and Coffee County School Systems for bus transportation to Douglas, Georgia
- Agreement 4 - with Georgia Power Company to permit the use of FLETC Building 260 and a staging area as a hurricane operations center.